

# Administration Committee

**2005-09-14 09:30:00.0**

The Administration Committee considers matters relating to MTC administration, budget and agency contracts.

*This agenda was updated 2005-09-08 16:57:07.0. It is accurate to the best of our knowledge at that time.*

For assistance, please contact Kimberly Ward, [kward@mtc.ca.gov](mailto:kward@mtc.ca.gov), (510) 817-5967

*This meeting will be [audiocast](#) on the MTC Web site during the meeting, and an [audio file](#) will be available for approximately one month after the meeting date.*

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## **Roll Call**

**1.**

**Action:** Confirm Quorum

**Minutes ? Meeting of July 13, 2005\***

**2. Action:** Committee Approval

- [2 A&O minutes July 05.doc](#)

**Monthly Financial Statements for June & July 2005\***

**Presented by:** Eva Sun

**3. Action:** Receipt

- [3 July Financials Sun.xls](#)

- [3 June Financials Sun.xls](#)

**Investment Report for June & July 2005\***

**Presented by:** Sue Woo

**4. Action:** Receipt

- [4 MTC Investment report-july 2005 -swoo.doc](#)

- [4 MTC Investment report-june 2005 -swoo.doc](#)

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*The following items are proposed contracts with various consulting firms and other vendors to provide MTC with goods and professional services to carry out the agency's work program.*

**5. Consent:**

**Purchase Orders - Copier Equipment Lease Purchase Agreement and Equipment Maintenance Agreement\*:**

**Presented by:** Teri Green

**a) Action:** Committee Approval

- [5a Danka & GE Copier Green.xls](#)

- [5a Danka Financial Green.doc](#)

- i) Danka Financial Services (\$206,500)**

**ii) Danka (\$159,500)**

**Contract Amendment ? High School Internship Program: Paradigm Staffing\* (\$116,359)**

**b) Presented by:** Teri Green

**Action:** Committee Approval

- [5b Paradigm Staffing Contract Amend Dixon.doc](#)

**Contract Amendment ? Janitorial Services FY 2005-06: GMG Janitorial\* (\$99,514)**

**Presented by:** Teri Green

**c) Action:** Committee Approval

- [5c GMG Janitorial Contract Amend.Hoffman.doc](#)

**Authorization to Pursue Regional High-Occupancy/Toll Lane Network Feasibility Study\*:**

**d) Presented by:** Lisa Klein

**Action:** Commission Approval

**Resolution No. 3698 Revised, OWP Amendment to indicate State Funding**

**i) • [5di OWP Memo Sun.doc](#)**

- [5di Revised resolution 3698 OWP.doc](#)

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**Resolution No. 3718, Authorization to enter into a Fund Transfer Agreement to Accept State Funding**

- ii) • [5dii Memo Resolutin No 3718 DJohnson.doc](#)

- [5dii tmp-3718.doc](#)

**Contract Amendment ? Third Party Contract Audit and Attestation Services for FY 2005-06: Caporicci and Larson\* (\$150,000)**

- e) **Presented by:** Eva Sun

**Action:** Commission Approval

- [5e Caporicci & Larson Contract Renewal Sun.doc](#)

**6. Contracts:**

**Contract Amendment ? TransLink® Engineering and Design Assistance: Booz Allen Hamilton\* (\$630,000)**

- a) **Presented by:** Jennifer Cheng

**Action:** Committee Approval

- [6a Booz Allen Amend Cheng v3.doc](#)

**Funding Agreements ? Remaining Community-Based Transportation Plans\* (\$780,000)**

- b) **Presented by:** Therese Knudsen

**Action:** Committee Approval

- [6b CBTPProgram Knudsen.doc](#)

**Resolution No. 3705 Revised, Agency Budget\***

*This resolution approves an amendment to the Agency Operating Budget for FY 2005-06 to account for staffing and other changes resulting from the recent agency reorganization and passage of toll bridge seismic retrofit legislation.*

7. **Presented by:** Eva Sun

**Action:** Commission Approval

- [7 3705 budget Mayhew.xls](#)

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- [7 FY 05-06 Budget memo Mayhew.doc](#)
  - [7 Revised Resolution 3705 budget amendmen Mayhew.doc](#)

**MTC Office Consolidation Projects\***

**8. Presented by:** Teri Green

**Action:** Committee Approval

**Murphy & Murphy Design Build Services (\$371,800)**

**a)**

- [8 Design-Build Murphy Murphy Green.doc](#)

**b) One Work Place (\$48,000)**

**Business Meeting Expenses**

**9. Presented by:** Steve Heminger

**Action:** Committee Approval

**10. Other Business/Public Comment**

**11. Adjournment/Next Meeting**

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**Next meeting**

2005-10-12 09:30:00.0

Joseph P. Bort MetroCenter

Lawrence D. Dahms Auditorium

101 Eighth Street

Oakland, California

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\* Attachment sent to committee members, key staff and others as appropriate. Copies will be available at the meeting.

\*\* All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are Subject to change by the Committee.

\*\*\* The MTC chair and vice-chair are ex-officio voting members of all standing committees. A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5)

+ Non-Voting member.

Every member of the Commission who is not otherwise designated as a member of this committee is an ad hoc non-voting member. Although a quorum of the Commission may be in

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attendance at this meeting, the committee may take action only on those matters delegated to it. The committee may not take any action as the full Commission unless this meeting has been previously noticed as a Commission meeting.

The vote of an ex-officio member shall count to satisfy a committee quorum if there are not sufficient regular members of the Committee in attendance. In addition, an ad hoc non-voting committee member may be designated by the committee chairperson as a voting member for this particular committee meeting if an additional voting member is needed for a committee quorum.

Public Comment: The public is encouraged to comment on agenda items at committee meetings by completing a request-to-speak card (available from staff) and passing it to the committee secretary or chairperson. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Record of Meeting: MTC meetings are tape-recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at MTC offices by appointment. Audio casts are maintained on MTC's Web site for public review for at least one month.

Sign Language Interpreter or Reader: If requested three (3) working days in advance, sign language interpreter or reader will be provided; for information on getting written materials in alternate formats call 510/817-5757.

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